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Library Staff Meetings Essence Notes

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# Library Staff Meeting Essence Notes

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## GS Libraries Staff Meeting

September 11, 2018

### Essence Notes

Dean W. Bede Mitchell opened the meeting by welcoming everyone. Bede addressed the first item on the Agenda which was the issue of merit increases. Bede stated that the only staff who will be eligible for the merit increases approved by Georgia Southern University will be those hires who have been part of the library for at least a year. New hires will not be part of this round of merit pay increases. There are no merit increases for deans, asst. deans, vice presidents or presidents. These are merit based and not cost of living based. The effective payroll date is January 2019. No deadlines for deciding who gets what amounts have been given yet.

If the merit increases pool is 2%, some will give 3%, 3.5%, 2%, 1%, etc. If you only get 2% or 1% this does not mean you are not doing your job. If you are not doing your job you will not get any increase. The increases have to be spread out and cannot be equal across the board. The earliest new hires might be eligible for pay increases is next spring at that employee's annual evaluation. And those would be effective with the fiscal year. This depends on if the state legislature approves pay increases.

There have been a number of changes made to rules governing Foundation Accounts. A number of activities that the library personnel have been able to participate in in the past have been supported from the foundation general account: Library Day, part of our traditional holiday celebration at the end of the year at a restaurant, the library breaks, and library anniversary gifts. With the implementation of the new tax laws all of these things are now considered taxable income. As a result the foundation is no longer approving these kinds of expenditures.

Bede expects to continue activities such as Library Day. The way it is done will probably have to change. For example, lunch will probably not be provided. The holiday celebration will probably need to be a "bring a covered dish" kind of event. One of the other issues we have is with the relocation of the Academic Success Center taking over room 1300. There is not a large room with adequate seating. Savitri suggested we could use the room be vacated on the fourth floor. Bede agreed that could be made to work.

The provost has indicated that he wants to start the recruitment process for the new Dean of GS Libraries soon. His goal is to have the person selected soon after the holidays in order to give that person time to get familiar with how things are done here. There will be a search firm used for this recruitment. The search committee will be chaired by someone here at Georgia Southern. There will likely be representation on the committee from both Henderson and Lane Library faculty and staff. There will also be representation from outside of the library. Provost Reiber would like to have a meeting of library personnel before getting too far down the road with the recruitment. He would like to speak about what the library staff and faculty would like in a dean.

Bede asks that everyone who have connections with people at other libraries and campuses speak to those they know. If they have anyone that they believe would be qualified to ask them to apply. When the time comes there will be a place to forward all nominations anonymously.

The next item on the agenda pertained to staff hiring. At this time when there is a staff vacancy it is no longer assumed that the position can be filled. For each new vacancy a request and justification must be provided explaining why this position is needed. There have already been decisions made by the president's cabinet that a position was not needed and the money in that line reallocated elsewhere. This is a partial outcome of the comprehensive administrative review that was conducted a few months ago. Bede does not know what this might mean for the library at this time. The library has two requests in right now for consideration before the president's cabinet this week.

SACSCOC (Southern Association of Colleges and Schools Commission on Colleges) will be on campus September 17<sup>th</sup> thru the 19<sup>th</sup>. They will be conducting interviews, and before they leave on the 19<sup>th</sup> they will present to the president's cabinet and deans' council a summary of the recommendations that they will be providing to the governing body of SACSCOC. Bede has not received any information that anyone in the library will need to do any kind of interviewing or will be approached by anyone from the SACSCOC committee.

The different departments in the library have been working on individual strategic plans. Some of those goals along with others have been combined into a GS Libraries-wide strategic plan. Bede is encouraging the internal units to continue working to prioritize and finalize a set of strategic goals that will be important for each unit as a department to work on in the coming year. The university wide strategic plan however is not coming out very soon since we are still in the process of recruiting a university president. This means that we will not be asked to have a GS Libraries-wide strategic plan soon. We are also going to be in the process of recruiting a new dean who will need to be part of the strategic plan. Because of this, at this time the more finalized strategic plans will be on a departmental basis. There will be a draft of the GS Libraries plan but not a finalized one. This week Bede will share with GSL personnel the draft of the strategic plan as it stands right now.

The offices on the 4<sup>th</sup> floor that had been used by Special Collections and Paula Fowler are being freed up. There is no need for administrative space up there. We are hoping to make to Special Collections processing more efficient and effective by relocating Wendy and her staff closer to C&RS. Since we lost the rooms 1300 and 1302 to the Academic Success Center, the fourth floor space could be used to replace that lost teaching space. At this time Research Services has arranged a temporary solution by separating a space on the bottom floor cordoned off with some dividers for instructional space. However this arrangement is not the best long term solution.

A suggestion is also being looked at for the space on the fourth floor to be turned into an Active Learning Space. Provost Reiber is very interested in this idea. He would like to have us develop partnerships with local industries and learning technology vendors to create a greatly expanded Makerspace. It would be a public access space where student and faculty could collaborate using the latest cutting edge learning technologies. To this end a taskforce will be put together to do some investigating as to what kind of a learning space this might become and prepare a presentation for Provost Reiber. There is an excellent model if you would like to visit the North Carolina State University Libraries website (<https://www.lib.ncsu.edu/services/makerspace>). Obviously they are much bigger than the GS University Libraries but they are leaders in this field. If you can take the opportunity to look at what they are doing, that might give us some ideas as what we could do on a smaller scale in partnership with the provost office. The fourth floor might be a good option for this Active Learning Space here at Henderson Library. In Lane Library a similar space might go into the Learning Commons.

Liberty Campus would be more challenging. They presently do not have a space for it. Savitri commented that the College of Education has a similar space. Bede noted that we might want to have a person from the College of Education on the taskforce for the Active Learning Space.

Bede asked if anyone had any questions. A question was asked about how library breaks were going to be funded from now on. Bede asked Selby to answer. Selby stated that since foundations funds were no longer available for library break expenses, the courtesy committee has decided to move to a month to month basis. If someone wants to donate for that month's library break they can. There will not be a long term supply of funds collected. People will also be invited to volunteer to bring covered dishes.

Bede asked if there were any other questions or comments. There were none. Bede would like for staff to send him topics that they would like discussed at the staff meetings. He would prefer if they could be emailed in advance, when possible.

There being no further business the meeting was adjourned at 3:37PM.